

(7/97)

U.S. DEPARTMENT OF ENERGY OAK RIDGE OPERATIONS OFFICE

REQUEST FOR DOE-ORO BADGE

(See instructions and Privacy Act Statement on reverse side.)

PART 1. FOR REQUESTING OFFICE USE

FROM:

DATE:

It is requested that appropriate badges be issued to the individual named below to provide access to the security areas checked for the purpose and duration shown below:

NAME	LAST	FIRST	MIDDLE	TELEPHONE NO.
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POSITION:

ORGANIZATION:

PURPOSE:

DATE OF BIRTH:

SSN:

COUNTRY OF CITIZENSHIP:

AREAS TO WHICH ACCESS IS REQUIRED:

- | | | |
|---|--|--|
| <input type="checkbox"/> DOE Security Areas | <input type="checkbox"/> Paducah GDP | <input type="checkbox"/> Y-12 Exclusion Area/Protected Area |
| <input type="checkbox"/> X-10 Area | <input type="checkbox"/> Portsmouth GDP | <input type="checkbox"/> Y-12 Interior Areas: |
| <input type="checkbox"/> K-25 Limited Area | <input type="checkbox"/> Y-12 Limited Area | <input type="checkbox"/> 9215 <input type="checkbox"/> 9204-4 |
| | <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> 9720-5 <input type="checkbox"/> 9206 |
| | | <input type="checkbox"/> 9204-2E <input type="checkbox"/> 9212 |

CERTIFICATION

- ☐ I certify that the individual named above has a need for access as indicated above, and that a preemployment investigation has been conducted regarding the individual and no derogatory information has been found.

Requesting Official

CONCURRENCE

- ☐ I concur that the individual named above has a need for access as indicated above.

Principal Staff or Contracting Officer's Representative

CONCURRENCE

- ☐ I concur that the individual named above has a need for access to the Y-12 Exclusion and/or Protected Areas, as stated above.

Y-12 Contracting Officer's Representative

PART 2. FOR DOE SECURITY USE

CLEARANCE STATUS (Type of Clearance, No., & Date):

VERIFIED BY:

GENERAL INSTRUCTIONS

1. This form is designed for requesting issuance of DOE-ORO badges to cleared and uncleared DOE and non-DOE personnel.
2. The requesting official (authorized DOE or contractor official) should execute Part 1 and submit the form to the Personnel Clearance and Assurance Branch, Processing Section, ORO. For non-DOE employees, concurrence by the contracting officer's Representative (COR) is required before the request is submitted.
3. Access to the Y-12 Exclusion and Protected Areas required approval by the Y-12 Site Office COR.

PRIVACY ACT DISCLOSURE STATEMENT

1. **Authority:** Atomic Energy Act of 1954, as amended; Title 42. U.S. Code; Executive Order 11652
2. **Principal Purpose:** The information is used to assure that an entry to a secured area is properly authorized and that the credential for such entry has been issued to and is being used by the authorized individual. Security officers use the information to assure that access controls are fully met in safeguarding classified matter and information.
3. **Routine Uses:** This information is a part of a record system DOE 51, Employee and Visitor Access Control Record. Information contained in this record system may be provided as a routine use to DOE; Department of Defense; to appropriate parties engaged in litigation or in preparation of possible litigation in response to subpoenas requiring release to such parties as magistrates, attorneys, whether in connection with civil, criminal, or regulatory proceedings; to other federal agencies upon request, providing such information is relevant and necessary to the agency's needs; and to the appropriate agency responsible for investigation or prosecuting under statutes, rules, or regulations or orders.
4. **Disclosure Requirement:** Disclosure of this information is not mandatory; however, if any part of the requested information is not provided, the requested credential will not be issued.